

03 August 1999

## PLAS-O-GRAM <99-12> Changing Your PLAS Password

PLAS SFAs,

DLA has been directed by the Joint TASK Force - Computer Network Defense (JTF-CND) to change all Automated Information Systems user passwords not later than 11 August. This tasking includes your password for PLAS.

All PLAS users should change their own personal PLAS passwords. This can only be done by clicking on the "Password Change" button on the main menu.

The password can be changed to anything, with the following restrictions:

- 1) It must begin with an alpha (A-Z).
- 2) It must be at least 4 characters.
- 3) It must not contain embedded spaces.
- 4) It cannot contain special characters (such as punctuation marks) except for the underscore \_ character.

These password rules apply to PLAS only. The rules may be different for other applications.

For those associates on extended TDY or leave, PLAS administrators may elect whether or not to change the associate's password prior to their return. To change the password prior to their return, click on "Maintenance", then "Employee", and finally change password. Obviously, the associate would also have to change the password upon their return. As an alternative, you may elect to await their return. The user would not be able to log into PLAS until the Administrator resets the password by clicking on "Maintenance", then "Employee", selecting the employee's record and finally clicking the "Create Account" button. If a password happens to be deleted, it won't effect anything else. It just needs to be recreated.

In addition, PLAS admins should change the passwords on any admin accounts they use, which are usually of the form XX\_ADMIN. If you have an admin ID for more than one server, then you need to log into each server and change the password for the admin ID. For example, if you use XX\_ADMIN on your local server, and also on the district server, then you need to log into each server as XX\_ADMIN and change the password. The same password may be used for accounts on different servers.

As a point of information, a "system" password refers to the password LAN admins would use for console access to servers, network communications, etc.

Contact Rick Silla at 773-825-4072 if you need any PLAS passwords reset.

Questions? Call the Helpline (1-888-PLASINFO) or write us at [PLASHELP@dcmdw.dla.mil](mailto:PLASHELP@dcmdw.dla.mil).

Respectfully,

Don Peterson  
PLAS Program Manager